

NOTICE TO CORRECT OR SCREEN SOCIAL SECURITY NUMBER RECORD

FROM: (FIELD OFFICE NAME AND CODE)	PREPARED BY	DATE
OTHER COMPONENT	UNIT/MOD	SSN
TO:		SSN HOLDERS NAME
• OCO DERO - Enumeration Unit P.O. Box 33000 Baltimore, Maryland 21290-3000 OTHER SSN MAIL		ADDRESS
		TELEPHONE NUMBER (INCLUDE AREA CODE)

I. PROBLEM:

- ☐ SSN Record Error - Evidence attached showing correct and incorrect information (RM 00204.040, 00702.000, SM 00201.219). Explain error in remarks.
- ☐ Wrong Number SS-5 (RM 00204.045, 00707.000). Explain in remarks.
- ☐ Multiple SSN's (RM 00204.025, 00706.000). To cross-refer or to remove a cross reference.

FIRST NAME	MIDDLE NAME	SURNAME	DATE OF BIRTH MO-DAY-YR	SEX	SSN

(If additional space is needed, use remarks section)

- ☐ Other. (Explain in remarks)

II. ACTION:

- ☐ Screen to locate a correct SSN.
- ☐ Return SS-5 to field office with correct SSN if located.
- ☐ "Force" assign new SSN if correct SSN not located.
- ☐ Delete incorrect entry from SSN record.
- ☐ Cross-refer SSN's. (Explain in remarks)
- ☐ Remove SSN cross-reference. (Explain in remarks)
- ☐ Correct keying error reflected in SSN record. (Explain in remarks)
- ☐ Other. (Explain in remarks)

III. ATTACHMENTS:

- ☐ Photocopy of SS-5
- ☐ Numident Printout(s)
- ☐ SSN Card(s)
- ☐ Other

REMARKS: (USE REVERSE SIDE FOR ADDITIONAL REMARKS)